



USAID | AFGHANISTAN

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: USAID/306/18/16/OHN

ISSUANCE DATE: March 05, 2018

CLOSING DATE/TIME: March 19, 2018

SUBJECT: Solicitation for a **Cooperating Country National Personal Service Contractor (CCNPSC) – Project Development Specialist, FSN-12 (Single Vacancy)**

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1, Sections I through V** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

Gezim Hysenagolli
Contracting Officer

I. GENERAL INFORMATION

- 1. SOLICITATION NO.: USAID/306/18/16/OHN**
- 2. ISSUANCE DATE: March 05, 2018**
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: March 19, 2018 no later than 4:30pm Kabul time.**
- 4. POSITION TITLE: Project Development Specialist (Single Vacancy)**
- 5. MARKET VALUE: Equivalent to FSN-12 (Step 1-13)**
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of US Embassy Afghanistan. Final compensation will be negotiated within the listed market value.
- 6. PERIOD OF PERFORMANCE:** The period of performance is one year, with the possibility of extensions up to a total of five years, subject to availability of funds, satisfactory job performance and need for continued service.
- 7. PLACE OF PERFORMANCE: Kabul, Afghanistan.**
- 8. SECURITY LEVEL REQUIRED:** As an employment precondition, the successful applicant is required to obtain U.S Embassy Afghanistan RSO Security Clearance.

9. STATEMENT OF DUTIES**1. General Statement of Purpose of the Contract**

USAID/Afghanistan manages a broad portfolio worth over \$3 billion dollars. The Office of Health and Nutrition (OHN) is responsible for ensuring the availability of high quality health services for the Afghan population through on-budget support, while also maintaining technical assistance through efficient, high-impact off-budget awards- managing 12 current awards with an operating budget of roughly \$100 million annually, and totaling \$820 million portfolio. Within OHN's senior leadership team, the incumbent helps provide leadership and oversight in managing the full suite of health investments, with responsibility for donor coordination, aid effectiveness, and coordination/implementation of the health components of the forthcoming Country Development Cooperation Strategy. The incumbent (henceforth known as Deputy Director) helps ensure United State Government (USG) health policies and programs are adequately coordinated with Government of Afghanistan (GoA) priorities.

2. Statement of Duties to be Performed

The incumbent serves as the Deputy Director, in-house subject matter expert, institutional memory and key advisor regarding Afghan health programs and projects and provides technical and managerial input on health policy matters. The incumbent leads policy dialogue on all issues related to established programs and projects instituted by USAID to support the health sector of Afghanistan. Duties are of significant scope and complexity, and require specialized knowledge of USG programing, including policies, procedures, and documentation related to all areas of the program cycle. The incumbent establishes effective

working relationships within USAID/Afghanistan and USG agencies, as well as the GoA and international donor community. At this level, the incumbent must demonstrate diplomatic skills in consistently dealing with high level government and senior management staff and officials. Public speaking skills, negotiation, influence, persuasion and tact are crucial. The incumbent should know and understand the international donor community and their respective strategic objectives. Their goals and objectives must be taken into consideration when planning USG's contributions to the health sector and what modalities should be used for its implementation, what benchmarks must be established for the GoA to meet, and how to avoid oversaturation and duplication of health projects sufficiently funded by international donors other than the USG.

Technical Leadership, Mentoring and Management Support:

- The incumbent leads strategic development, implementation, and monitoring and evaluation of health programs that complement GoA priorities. The incumbent manages a broad range of key activities including the development of in-depth analyses of existing programs and projects and makes policy recommendations to OHN senior leadership, the Mission and the U.S. Embassy as necessary.
- The incumbent serves as the alter ego of the OHN Director, and assists the Team Leads in planning, budgeting, organizing, and staffing in regards to administration of the full portfolio of OHN which currently stands at 12 awards and \$820M in total resource envelope.
- The incumbent maintains extensive contact with senior World Bank and Afghan policy makers in the Ministries and also acts as the Mission's representative and a key advisor on health-related donor coordination activities and policy forums. The incumbent liaises with other USAID/Afghanistan's technical teams, USG agencies, other donors, civil society, technical experts, and relevant stakeholders to ensure maximum effectiveness of USAID health activities.
- As the USAID development footprint reduces in Afghanistan, the incumbent is responsible for technical and strategic recommendations for the complex task of maintaining maximum impact with a reducing budget. The incumbent leads the OHN budget team and provide financial management expertise for various projects and program portfolio. The incumbent is required to develop and maintain program and project budgets in collaboration with the Agreement/Contracting Officer, the Controller, and the OHN Budgeting Development Program Specialist. Annual program and project budgeting requires extensive coordination with all OHN Agreement/Contracting Officer Representatives (A/CORs), and must prepare and analyze project pipelines.
- The incumbent serves as Activity Manager for the flagship SEHAT \$300 million on-budget health support to the Ministry of Public Health (MoPH), and AOR for the \$200 million Global TA award and \$75 million Urban Health award, and exercises broad individual judgement in setting collaborative project priorities, managing resources, implementing programs, and coordinating relations with high-level representatives inside and outside of the USG.

- The incumbent also directly supervises a dynamic team of eleven (11) Cooperating Country Nationals (CCNs) working in project management, monitoring and evaluation, budgeting, and program support.
- The incumbent trains and mentors staff in all aspects of providing program support in the areas of reporting and documentation, monitoring and evaluation, and budget analysis, including but not limited to the USAID Program Cycle, USAID's Project Design Guidance, pro-obligation procedures, and effective backstopping of OHN teams. The incumbent endeavors to involve staff extensively in OHN's work, exposing them to increasing levels of responsibility, substance and independence.

Donor Coordination:

- The Incumbent provides key leadership in managing OHN's donor relationships, participating in task force, working groups, coordination activities and meetings. The incumbent also hosts monthly stakeholders' meetings, conducting periodic reporting to stakeholder members, Mission senior staff, and the Ambassador when called upon, and keeping stakeholders informed on relevant activities and issues.
- The incumbent advises relevant donors and stakeholders on financial incentive program benchmarks for health aimed at encouraging the GoA to increase domestic revenue for health and achieve sustainability on health programs and projects. This will entail conducting in-depth and complex analyses of MoPH past performance, sustainability of current projects, and social engagement strategies. Incumbent works with other members of OHN to provide technical assistance to provincial and local governments of Afghanistan. The incumbent is also expected to prepare analytical reports including recommendations on courses of action for addressing constraints and exploiting opportunities for consideration for the health sector by the U.S. Ambassador, USAID/Afghanistan's Mission Director, OHN Director, and the World Bank.
- The incumbent is required to write comprehensive health related concept papers for influential, senior leadership, audiences. The level of writing entails exceptional background, competency and understanding of the Afghan health sector, and to have exceptional creative ability to convey important yet difficult ideas in a logical, persuasive and coherent manner. On the strength and basis of documents authored by the incumbent, decision-makers are able to provide direction for our programs; USAID implementing partners can receive input on USG's stance regarding certain issues; and Washington senior policy makers are made aware of progress, roadblocks, and other issues requiring higher level intervention.
- The incumbent is required to have the ability to establish and maintain contacts with high-level GoA officials and influential persons, grantees, civil society leaders and actors, and private sector leaders. The incumbent is required to have the ability to communicate effectively, both orally and in writing in English as well as in Pashto or Dari. The incumbent must also be able to analyze and solve complex problems independently while still working as a member of the team.

Project Development & Monitoring:

- The incumbent leads the development of a new USAID policy and programs for the health sector that reflects the Country Development Cooperation Strategy and incorporated elements of an urban-centered, population-focused design. This includes, but not limit to, reviewing and drafting Concept Papers, Project Appraisal Documents, Action Memos, Project Authorizations, Results Frameworks, required analyses (gender, sustainability, etc.), required pre-obligation documents, and other design documentation; and facilitating the clearance process for design and/or reporting documents that often involve USAID/Washington staff and interagency colleagues at the U.S. Embassy in Kabul.
- The incumbent leads the development of relevant portfolio reviews of OHN programs and projects, including but not limited to performance reports, pipeline management reviews, program implementation reviews, and other USAID and USG reporting requirements.
- The incumbent leads the team, working with the Monitoring and Evaluation Specialist and Program Management Specialist teams to conduct periodic portfolio reviews, and analyzes the effectiveness of development activities. Duties include may include arranging and/or facilitating USAID evaluations and assessments of program successes and challenges and review and analysis of country and program data. The incumbent ensures the documentation for new project designs and modifications of existing projects is fully compliant with Agency and Mission-specific rules, as well as with recommendations of the Special Inspector General for Afghanistan Reconstruction (SIGAR) and USAID's Office of the Inspector General (OIG).
- If the security posture allows for it, or through Third Party Monitoring, the incumbent leads site visits to monitor implementation progress, conducts data analysis and provides periodic reports and recommends changes in strategic and/or implementation approaches related to programs and projects.
- The incumbent also helps develop performance tracking tools and provides guidance on agency results reporting requirements, and ensures data quality meet appropriate standards.

3. Supervisory Relationship

Incumbent will be supervised by the Director of Health and Nutrition in the Senior Leadership team of the Office of Health and Nutrition.

4. Supervisory Controls

Incumbent supervises eleven (11) Cooperating Country Nationals (CCNs) - 1 Project Management Assistant (FSN-8); 1 Monitoring & Evaluation Specialist (FSN-10); 1 Budget Specialist (FSN-10); 7 Program Management Specialists (FSN-10) and 1 Secretary (FSN-7). The incumbent serves as the alter ego of the Office Director and assists the Team Leads in planning, budgeting, organizing, and staffing in regards to administration of the Office of Health and Nutrition. The incumbent will also be responsible for management, monitoring

and evaluation of the on-budget support.

10. AREA OF CONSIDERATION:

Cooperating Country Nationals (CCN), meaning an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.

According to ADS 309.3.3, a “USAID policy is that the use of CCNPSCs is preferred over the use of TCNPSCs in order to integrate the foreign assistance effort into the community, enhance the skills of the cooperating country's population, and contribute to the local economy.

11. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

12. POINT OF CONTACT:

Any questions about this solicitation may be directed to: KblAIDHR@usaid.gov. Applications submitted to this email address will not be considered.

Note: No in-person appointments or telephone calls will be entertained, unless you are required to have more information about this solicitation.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Education: A medical degree (MD) is required. (Education requirement must be met at the time of application for the subject position).

Work Experience: At least five (5) years of relevant experience in the implementation and/or management of health development activities/projects. Of the total years of experience, four (4) years of the experience must be in a demonstrated area of international aid and development assistance work with donor organizations/institutions, government, public and private institutions, the World Bank, or other bilateral/multilateral and/or international agencies engaging similar functions and capacity is required (Work experience requirement must be met at the time of application for the subject position).

Language: Level IV (Fluent) of speaking/reading/writing of English language and Level IV (Fluent) speaking/reading/writing of Dari and/or Pashto is required (English language ability will be tested).

Knowledge: The incumbent must be able to plan his/her own portfolio actively without assistance from senior leadership. This involves making projections on the amount of money to be requested from Congress in support of established programs; justifying what health programs to stop funding based on lack of progress; devising a policy-based approach for the health sector consistent with USAID; along with other higher level planning and coordination. Incumbent must have comprehensive knowledge of the context of international health aid to Afghanistan, the implementation of the System Enhancement for Health in Transition (SEHAT) World Bank award and technical best practice in the health sector; the role of civil society; constitution, laws and Afghan Government policies and their effect on health, and a detailed understanding of the MoPH's financial planning, formulation, and

execution. The incumbent resolves more complex problems (related to health support to the GoA) that are referred by the MD, Deputy MD, USAID technical staff, the Embassy Front Office, World Bank office, and other Afghan line ministries.

Skills and Abilities: The incumbent must possess advanced computer skills and be familiar with Internet technology with extensive working knowledge of the Microsoft Office Suite software. Knowledge of statistics software for epidemiological research is a plus. Knowledge of USAID reporting tools, such as FactsInfo NextGen and Afghan Info for budgeting and M&E is a plus. The incumbent is expected to develop creative ways of dealing with sensitive matters vis-à-vis other donors. In addition the incumbent is required to be highly innovative to plan and implement USAID Afghanistan health donor coordination plans, devising new strategies or removing ineffective programs. H/she is charged with keeping data related to USAID's on-budget support project (SEHAT) into Afghan Info and controlling sensitive information and data on USAID's program and other donors' interventions in the host country. H/she keeps and maintains financial/activity reports on Mission cooperation and collaboration with host government and the World Bank, as well as OHN implementing partners, in regards to all technical components of the health strategy. The incumbent is expected to play and serve the role of Budget Lead, and serves as A/COR for various Program activities of intervention with international partners and donors. The incumbent must have expert knowledge of the context of international aid and the implementation of the Health Sector Strategy 2016- 2020. In-depth knowledge of USAID programming, policies, regulations, budgeting, monitoring and evaluation and methodologies is mandatory. The incumbent is relied upon to provide technical and policy advice to USAID, the Department of State, other USG agencies, donor agencies, implementing partners, recipients, partners, customers, and other stakeholders.

III. EVALUATION AND SELECTION FACTORS

Below factors will be used for screening candidates to be considered for English Proficiency and written examination.

• Work Experience	40 points
• Job Knowledge	40 points
• Skills and Abilities	20 points
Maximum Points:	100 points

After an initial application screening, the best qualified applicants will be invited for a written examination, English Proficiency Test and or to an oral interview.

IV. PRESENTING AN OFFER

13. Applicants are requested to submit a complete application package which must include all required documents (provided below) to AFPAKjobs@usaid.gov with a Subject line: **Project Development Specialist (OHN 1816).**

Offers must be received by the closing date and time specified in **Section I, item 3.**

REQUIRED DOCUMENTS:

- a. Cover memo/email text that outlines how your qualifications and experience meet the selection criteria.**

- b. Updated and signed version of Application for Employment as a Locally Employed Staff (DS-174)
https://af.usembassy.gov/wp-content/uploads/sites/268/Form_DS-174.doc (A copy of the DS-174 form can also be downloaded from ACBAR.org under this link <http://www.acbar.org/applicationform>. Applicants who are accessing this solicitation through jobs.af can download directly from the website) AND
- c. A current resume or a curriculum vitae

IN ORDER TO HAVE YOUR APPLICATION CONSIDERED, YOU MUST SUBMIT ALL THREE REQUIRED DOCUMENTS. IF YOU OMIT ANY OF THE REQUIRED DOCUMENTS, COVER PAGE, CV or updated/signed DS-174 FORM, YOUR APPLICATION WILL NOT BE CONSIDERED.

Note:

- Ø Only short-listed candidates will be notified.
- Ø This vacancy is open only to Afghan Nationals.
- Ø Applications with insufficient, incomplete and inconsistent information to make a determination will not be considered.
- Ø No in-person appointments or telephone calls will be entertained.
- Ø Applications submitted as .RAR file will not be accepted by the system
- Ø Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the experience requirement. There is no exception for these requirements.
- Ø Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will result the rejection of their application from further consideration.
- Ø The Agency retains the full right to cancel or amend the solicitation and associated actions.

2. Offers must be received by the closing date and time specified in **Section I, item 3**.
3. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the Contracting Officer (CO) informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following forms.

1. Pre-employment Medical History and Examination Form
2. U.S Embassy Kabul Security Certification Request
3. Appointment Affidavits Standard Form 61

VI. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

BENEFITS and ALLOWANCES:

- a. 25% Unique Conditions of Work Allowance (UCWA)**
- b. Transport Shuttle Service to Female Staff Only**
- c. Premium Pay**
- d. Leave Benefits**
- e. Medical Benefits**
- f. Death and Disability Benefits**
- g. Retirement and other end of service benefits**
- h. Travel and TDY Benefits**

VII. TAXES

Local Employee Staff (CCN) is responsible for paying local income taxes. The U.S Mission does not withhold year end local income tax payments.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCN PSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf .
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms> .
3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>.
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2 and 5 CFR 2635.** See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>.

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.